

CITY CLERK (70)

AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY

AGENCY MISSION:

The Office of the City Clerk is an elected and Charter Mandated agency with duties that are described in Article 3 Section 4-111 and Article 4, Section 3-101, 102, 105 of the City of Detroit, City Charter (circa) 1918, 1974 and 1997.

AGENCY GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

AGENCY FINANCIAL SUMMARY:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 3,745,094	City Appropriations	\$ 3,619,919	\$ 3,394,695	\$ (225,224)
\$ 3,745,094	Total Appropriations	\$ 3,619,919	\$ 3,394,695	\$ (225,224)
<u>\$ -</u>	City Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	Total Revenues	\$ -	\$ -	\$ -
\$ 3,745,094	NET TAX COST:	\$ 3,619,919	<u>\$ 3,394,695</u>	\$ (225,224)

AGENCY EMPLOYEE STATISTICS:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	04-01-02 <u>Actual</u>	2002-03 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>30</u>	City Positions	<u>30</u>	<u>28</u>	<u>29</u>	<u>(1)</u>
30	Total Positions	30	28	29	(1)

ACTIVITIES IN THIS AGENCY:

	2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase <u>(Decrease)</u>
City Clerk Operations	\$3,619,919	\$3,394,695	\$ (225,224)

CITY CLERK (70)

CITY CLERK OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: CITY CLERK OPERATIONS

The Office of the City Clerk meets the Goals of the Agency as defined by the City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the Legislative and Executive Branches of government. The City Clerk also maintains the Custodial role of the Corporate Seal of the city and all duties including certification and administration of all official city documents, Oaths, Affidavits, including provision for responding to citizens, et.al requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, requires ongoing planning, implementation strategies and incorporating goal based budgeting processes for effective management and the provision of quality services.

Additional duties and responsibilities as prescribed by Charter are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Election and general supervision for all elections that take place in the City of Detroit.

GOALS:

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

MAJOR INITIATIVES:

Automated electronic bulletin board that reflects council agenda.

Kiosk-Automated Information Center Implementation F.Y. 2002-2003:

The Kiosk automated, information system will be installed in the fourth quarter of F.Y. 2002-2003 budget year. The formal testing phase for the new system will begin in 2003 during the first and second quarter.

Re-organization Plan and Staffing Modifications:

The reorganization plan is on going and discussions with the Human Resource Department continues regarding the short and long range staffing needs, recruitment efforts, job specifications, work performance criteria and the development of a promotional placement and advancement schedule. The plan for the reorganization includes establishing time lines and phases for implementation. It is projected that in F.Y. 2002-2003 the first phase of the analysis of job titles and specifications will be completed. The scope of the activities is specifically addressed in the Work Force Planning document.

Safe Neighborhoods Initiative Citizen Radio Patrol:

The concern for safe neighborhoods and the need for citizen involvement in planning and developing the life standards is addressed in Ordinance No. 37-95 as amended for the Citizen Radio Patrol. This program utilizes the volunteer efforts of community-based organizations and the commitment of citizens to regularly patrol their neighborhoods to assist with safe streets and neighborhoods. The Citizen Radio Patrols have responded to the increase of incidents related to safety of young children around the schools, environmental dumping, arson including Angel's Night and various forms of illegal activities that negatively impact the neighborhoods and the larger community. The Citizen Radio Patrol program of the City Clerk's Office relates directly to the Mayor's safe neighborhoods and community development program.

Increased Collaboration:

Over the next year the Office of the City Clerk will be working with the local neighborhood school personnel, parent organizations, the Crime Prevention Division/Community Relations Division and Community Policing Division to promote a project that will include utilizing 14-17 year-old youth involvement in a Buddy Program. This initiative is to address the reduction of the number of children walking to school alone who can meet other children from the

CITY CLERK (70)

individual blocks in the neighborhood and walk together to school. The Citizen Radio Patrollers will be aware of the Buddy Project and serve as observers to help promote safety concern so that our children are less likely to be attacked before and after school. The Clerk's Office and the Citizen Radio Patrol anticipate that the introduction of Safety Patrols can be initiated at the local schools and involve parents and retired neighbors in the community. These plans are in the discussion phase at the current time.

Civic Literacy Election Ambassadors:

The Office of the City Clerk established a specific program to address citizen information. The program focuses on young people (18-35) to assist in increasing their awareness of the civic life of the city and the need for their participation as city residents. The 18-35 year-old population of the city represents a significant group that has historically not been involved nor assumed responsibility for participating. This initiative is designed as an effort to support civic responsibility through an informed and educated citizenry of young adults.

PLANNING FOR THE FUTURE:

Assessing improved automation for storing/retrieval systems.

Archive and Storage Facility:

The City Clerk is the keeper of all formal records of the City of Detroit and responsible for the maintenance of all these records, as required by law. The need to establish an official Archive of City of Detroit Records Division is a priority for the City Clerk's Office. The Archive of Official Documents will include both hard copy document storage and retrieval. The plan over the next three years includes the implementation of an electronic system or storing and retrieving document and a greater use of the Web Page by providing a directory of documents that are available in the Archive.

The Archive is located off-site of the Coleman A. Young Municipal Center and is a new division of the City Clerk's Office.

Directory of Documents:

The Office of the City Clerk over the next 3-5 years will continue the inclusion and use of automation and technology to insure that access to information regarding Ordinances, Codes and Council Records can be retrieved electronically. Many of the needed elements for automating various aspects of the City Clerk's Office are already incorporated with the implementation of the Kiosk, and the development of the Archive of City Clerk, Division of Official Records.

New technology will allow copies to be made from the Kiosk and provide for a Directory of Documents to be available from the City Clerk Archive. The automated system, when fully developed, will also provide greater access to all city records, through an electronic medium and will transport the Office of the City Clerk into the 21st Century. This long plan objective is to be accomplished over the next five years.

Introduction of technology in recording City Council Meetings/Discussions:

The task involving the recording, drafting and processing of Council Meetings, discussions, and/or responding to official requests from the Council, currently is performed by City Clerk's City Council Committee Clerks. The records of Council sessions and meetings involve note taking, recording sessions via tape recorders and shorthand skills, in order to draft the minutes and reflect the actual discussion of the City Council. The development of new technology is on the horizon which may modify the labor intense activity required in the note taking and shorthand (scribing) work requirements of the current system. An automated bulletin board will be introduced to provide for modifications and changes in the Daily Calendars of the City Council. This will greatly reduce the volume of printed copies that are discarded at the end of each business day, and significant dollars will be saved utilizing this kind of technology.

Codification Project:

The City Council by Ordinance and Charter mandate required the formation of a Committee to proceed with Codification of City Ordinances and Codes. The Committee is Chaired by the Director of the Law Department. The funding allocated for this project is housed in the Office of the City Clerk's budget because the formal record of

CITY CLERK (70)

Ordinances and Codes is the responsibility of the City Clerk to maintain and store for historical purposes.

Public Education through Public Access Cable:

The lack of information and education among the population regarding the processes of voting is an important public service activity that has to be addressed. The process of how this system is designed is not well understood and in the interest of the population there is a great need to provide general information and education. The City Clerk's Office will embark upon a series of programs that will provide information regarding the mechanical tasks associated with how the Department of Elections performs the duties and responsibilities assigned by Charter to this agency.

CITY CLERK (70)

CITY CLERK OPERATIONS MEASURES AND TARGETS

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Carry out the directions of City Council as efficiently as possible:				
City Council sessions	69	75	75	100
Committee meetings	215	215	215	300
Closed sessions	6	8	12	20
Discussions held	347	381	390	400
Hearings held	225	247	300	300
City Council task force meetings	58	63	80	100
Maintain the records of the City for citizens and other City departments:				
Petitions processed	2,000	1,140	1,150	2,000
Ordinances processed	65	31	35	100
Administer specific citizens information and communications programs:				
Citizens' radio patrols	50	55	65	70
Nuisance abatements processed	146	146	200	200
Dangerous building hearings	3,009	5,000	7,000	8,000
NEZ applications (Neighborhood Enterprise Zone)		400	600	600
Activity Costs	\$5,476,143	\$3,262,613	\$3,619,919	\$3,394,695

CITY OF DETROIT
CITY CLERK
Financial Detail by Appropriation and Organization

Office Of The City Clerk City Clerk Operations	2001-02 Redbook		2002-03 Dept Final Request		2002-03 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION ORGANIZATION</i>						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk	13	\$2,251,583	13	\$2,205,342	12	\$1,928,999
700020 - Citizens Patrol Support	0	\$250,000	0	\$250,000	0	\$225,000
700030 - City Council Support Staff	17	\$1,118,336	17	\$1,289,752	17	\$1,240,862
APPROPRIATION TOTAL	30	\$3,619,919	30	\$3,745,094	29	\$3,394,861
00641 - City Council Support Staff						
700030 - City Council Support Staff	0	\$0	0	\$0	0	(\$166)
APPROPRIATION TOTAL	0	\$0	0	\$0	0	(\$166)
ACTIVITY TOTAL	30	\$3,619,919	30	\$3,745,094	29	\$3,394,695

CITY OF DETROIT
Budget Development for FY 2002 - 2003
Appropriations - Summary Objects

	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec
AC0570 - City Clerk Operations			
<i>A70000 - City Clerk</i>			
SALWAGESL - Salary & Wages	1,434,351	1,475,935	1,378,688
EMPBENESL - Employee Benefi	721,006	788,549	700,227
PROFSVCSL - Professional/Con	52,000	52,000	52,900
OPERSUPSL - Operating Suppli	276,615	275,500	250,000
OPERSVCSL - Operating Servic	1,120,447	1,140,110	1,012,880
OTHEXPSSL - Other Expenses	15,500	13,000	0
<i>A70000 - City Clerk</i>	<i>3,619,919</i>	<i>3,745,094</i>	<i>3,394,695</i>
AC0570 - City Clerk Operations	3,619,919	3,745,094	3,394,695
Grand Total	3,619,919	3,745,094	3,394,695

CITY OF DETROIT
Budget Development for FY 2002 - 2003
Appropriation Summary - Revenues

	2000-01 Actuals	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec	Variance
A70000 - City Clerk					
<i>00265 - City Clerk Operations</i>					
447370 - Sale-Mfrd & Reproduce	5,697	0	0	0	0
447555 - Other Reimbursements	56	0	0	0	0
<i>00265 - City Clerk Operations</i>	5,753	0	0	0	0
A70000 - City Clerk	5,753	0	0	0	0
Grand Total	5,753	0	0	0	0

**CITY OF DETROIT
MAYOR'S 2002/2003 RECOMMENDED BUDGET**

City Clerk

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2001	2002 FTE	FY 2002	2003 FTE	2002	2003 FTE
Classification						
00265 - City Clerk Operations						
700010 - Office Of The City Clerk						
City Clerk - Election Board		1		1		1
Deputy City Clerk		1		1		1
Admin Asst GD II		1		1		1
Principal Clerk		2		2		2
Municipal Code & Ordinance Clerk		1		1		1
City Clerk Secretarial Steno		1		1		1
Executive Secretary I		1		1		1
Citizen Info Services Clerk		1		1		0
Senior Clerk		1		1		1
Information Technician		3		3		3
Total Office Of The City Clerk		13		13		12
700030 - City Council Support Staff						
City Council Committee Clerk		1		1		1
Sr Asst C C Committee Clerk		1		1		1
Asst City Council Comm Clerk		8		8		8
Jr Asst City Council Comm Clk		5		5		4
Senior Clerk		2		2		2
Citizen Info Services Clerk		0		0		1
Total City Council Support Staff		17		17		17
Total City Clerk Operations		30		30		29
Agency Total		30		30		29